ORISE

OAK RIDGE INSTITUTE FOR SCIENCE AND EDUCATION

FMSIC Meeting

March 20, 2003

Oak Ridge Institute for Science and Education

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- ◆ **Operated by Oak Ridge Associated Universities**
- ◆ **420 Employees**
- ◆ **$100M in expenditures for FY 2002**
- ◆ **Oracle Financial Suite** (FY 98 – Version 10.7SC, currently on 11.5.7)
  - ◆ **General Ledger**
  - ◆ **Accounts Payable**
  - ◆ **Accounts Receivable**
  - ◆ **Human Resources**
  - ◆ **Payroll**
  - ◆ **Projects**
  - ◆ **Purchasing**

ORISE Mission Elements

- **Counter-terrorism / National Preparedness**
- **Emergency Management**
- **Environmental Cleanup Verification**
- **Health Risk Communication**
- **Peer and Merit Reviews**
- **Radiation Emergency Medicine**
- **Radioactive Ion Beam Research**
- **Science and Engineering Education**
- **Worker Health Surveillance**

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Oracle Financials and business process improvement changes have resulted in a 25% reduction in the accounting staff over the last two years.

Current Implementations Oracle Modules

◆ **Cash Management**

  ◆ **Bank Reconciliations (Payroll and AP)**

◆ **HR Self-Service**

  ◆ **On-line pay stubs**

  ◆ **Leave balances**

  ◆ **Change employee information in HR**

Current Implementations Oracle Modules

◆ **Time and Labor**

- ◆ **Electronic Time Cards**

- ◆ **Time Cards automatically generated**

- ◆ **Electronic approvals**

- ◆ **Leave validation and approval**

- ◆ **Fully integrated with Oracle Payroll and Projects**

Custom Travel Management System

◆ **Includes:**
- ◆ **Travel Authorization**
- ◆ **Travel Reimbursement**
- ◆ **Travel Audit**

◆ **Web-based**

◆ **Electronic routing and approvals**

◆ **Integrated with Oracle AP**

Business Process Review Team

◆ **Cross-functional team**

◆ **Recommends process improvement initiatives to senior management annually.**

◆ **Oversees progress of process improvement and implementation teams.**

Business Process Improvement Invoice Review Process

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- **Invoices less than $500 or for standard monthly charges are not sent to approvers.**

- **Invoices over $500 are entered into Oracle AP and put on hold.**

- **Scanned invoices are attached to an e-mail.**

- **Approvers review the scanned invoice and release the hold in Oracle AP.**

- **After the hold is released, the invoice will automatically be processed for payment.**

Oracle AP Hold Screen

Audit Trial – System displays approver sign-on and date approved

Business Continuity Team

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Goal:

To develop a plan that will ensure employee safety, prevent significant loss of our ability to service customers and allow us to rapidly resume operations.

Plan will be implemented October 1, 2003

FY 2004 Initiatives

◆ **Analyze financial reporting needs and implement a web version of our current reporting tool (Oracle Discoverer).**

◆ **Evaluate financial system data and determine whether to purge old data or re-implement.**